

VILLAGE OF ANGEL FIRE
Council Regular Meeting Minutes
Tuesday August 23rd, 2016 at the Village Hall

APPROVED

Call to Order

Mayor Cottam called the meeting to order at 5:30 PM

Pledge of Allegiance

Mayor Cottam called for the Pledge of Allegiance.

Roll Call

Present were Mayor Cottam, Mayor Pro-tem Howe, Councilor Lanon, Councilor Larson, Councilor Colenda was absent Also present were Manager Rick Tafoya , Deputy Village Clerk Linda Arthur . A quorum was present.

Approval of Agenda

Mayor Pro-tem Howe made the motion to approve the agenda. Councilor Lanon seconded. Motion carried 4-0

Approval of Consent Agenda

1. Approval of August 2nd Regular Council Meeting Minutes

2. Approval of Actual Expenses for Linda Arthur to Attend NMML Annual Conference

Mayor Pro-tem Howe made the motion to approve the consent agenda, Councilor Larson seconded. Motion carried 4-0

Requests and Responses from the Audience (Limited to 3 minutes)

Sheri Tylersmith – prairie dog issue and damage

Announcements and Proclamations –None

Reports:

a. Governing Body Reports

Mayor Pro-tem Howe reported on the IGC meeting in Taos, also about the LFC meeting in Red River and invited everyone out to the memorial on September 3rd for the brick laying ceremony.

Mayor Cottam reminder everyone that on August 29th there would be the last forum for the Bond Election

b. Manager's Report

Manager Tafoya reported that last Tuesday there was a mandatory training on conflict management and how to reduce stress and that is was attended by 50 or more employees.

c. Staff Reports

Andy Bertges Fire Chief, gave a report on the Fire department (see attached)

Burl Smith P and Z Director, gave a report on the P and Z department (see attached)

Bret Wier, Finance Manager, gave an update on the finance department (see attached)

d. Committee Reports

Louise Herfel, Chairperson for the Economic Development Committee gave a report about the committee

Tim Herfel, Chairperson for the Sustainability Committee gave a report about the committee

Old Business-None

New Business

- A. Discussion/Approval to Negotiate and Award a Contract for an Integrated Municipal Finance Software System to Caselle**

1 Fabian Mascarenas, Procurement Officer explained that the village issued an RFP
2 (request for proposal) for an accounting software system on July 12, 2016. Three
3 software firms responded to our solicitation, Accufund, Tyler Technologies and Caselle.
4 The proposals were scored by an evaluation committee, and the firm that was deemed
5 most advantageous to the village was Caselle. We would like to move forward in
6 awarding this RFP to Caselle. Mayor Pro-tem Howe made the motion to approve the
7 negotiation to award a contract for an integrated municipal finance software system to
8 Caselle. Councilor Larson seconded. With no further discussion the motion carried 4-0

9 **B. Discussion / Approval of Resolution 2016-35 a Resolution Correcting the Increase**
10 **of Water/Sewer Availability Rates and Rescinding all Others**

11 Amos Torres, Public Works Director explained that village ordinance requires an annual
12 rate increase to be effective each year on July 1. The pervious resolution for this
13 increase was not correct and this item makes that correction. Mayor Pro-tem Howe
14 made the motion to approve resolution 2016-35 a resolution correcting the increase of
15 water/sewer availability rates and rescinding all others. Councilor Lanon seconded. With
16 no further discussion the motion carried 4-0 with Mayor Pro-tem Howe-aye, Councilor
17 Larson-aye, Councilor Lanon-aye, and Councilor Colenda –aye.

18 **C. Discussion/Approval of Resolution 2016-36 a Resolution Granting Preliminary and**
19 **Final Plat Approval to the Horseshoe Subdivision**

20 Burl Smith, Planning and Zoning Director explained that this subdivision is a replat of
21 tracts 1, 3 and 4 of the original lots 199 and 200 in the Moreno Valley Land 3rd
22 subdivision. The subdivision will contain six lots on approximately 24 acres. These lots
23 are arranged along Halo Pines Terrace, an existing road and with this subdivision replat
24 will establish the proper sixty foot minimum road easement. The Planning and Zoning
25 Commission gives a positive recommendation for approval. Mayor Pro-tem Howe made
26 the motion to approve resolution 2016-36 a resolution granting preliminary and final
27 plat approval to the Horseshoe Subdivision. Councilor Larson seconded. With no further
28 discussion the motion carried 4-0 with Mayor Pro-tem Howe –aye, Councilor Larson –
29 aye, Councilor Lanon-aye, Councilor Colenda –aye.

30 **D. Discussion/ Approval of Resolution 2016-37 a Resolution Adopting the**
31 **Infrastructure Capital Improvement Plan (ICIP)**

32 Tracy Orr, Grants and Projects explained that the ICIP is a Village of Angel Fire plan of
33 priorities that covers a five year period. It is developed, updated and submitted to the
34 Department of Finance Administration annually. An ICIP project should be projects that
35 create or enhance a fixed asset, have a life expectancy of at least 7 to 10 years and cost
36 over \$10,000. The ICIP is used by our legislative body to allocate funding to
37 municipalities. Mayor Pro-tem Howe made the motion to approve resolution 2016-37 a
38 resolution adopting the Infrastructure Capital Improvement plan ICIP. Councilor Lanon
39 seconded. With no further discussion the motion carried 4-0 with Mayor Pro-tem Howe
40 –aye, Councilor Larson-aye, Councilor Lanon-aye, Councilor Colenda –aye.

41 **E. Discussion /Approval of Resolution 2016-40 a Resolution Authorizing Submission**
42 **of a Completed Application for Financial Assistance and Project Approval for the**
43 **Drinking Water Revolving Fund Loan for Repairs to the Coffey Two Well**

44 Tracy Orr, Grants and Projects explained that the Village of Angel Fire ranked #1 on the
45 Drinking Water State Revolving Fund's list of priorities for fiscal year 2017. The project
46 is for repairs to Coffey Well 2 well. The project is for \$427,000 and qualifies for 25% or
47 \$106,750 in principal forgiveness and a 2% interest rate on the remaining \$320,250 of
48 loan. The village also received \$190,000 in a severance tax bond for this project. Mayor
49 Pro-tem Howe made the motion to approve resolution 2016-40 a resolution authorizing
50 submission of a completed application for financial assistance and project approval for
51 the Drinking Water Revolving Fund loan for repairs to Coffey Well two well. Councilor
52 Lanon seconded. With no further discussion the motion carried 4-0 with Mayor Pro-tem
53 Howe –aye, Councilor Larson –aye, Councilor Lanon –aye, Councilor Colenda –aye.

- 1 **F. Discussion /Approval of a Notice of Intent to Apply to the Water Trust Board for**
2 **the Water Tank Repairs in the Amount of \$1,688,750**
3 Tracy Orr Grants and Projects explained that the Village of Angel Fire would like to
4 apply for funding from the Water Trust Board for repairs to our water tanks in the
5 amount of \$1,688,750 for the 2017 funding cycle. The notice of intent to apply is due
6 August 26, 2016. Water tank repairs are number 2 on our ICIP. It is listed on our ICIP as
7 a phased project with phase 1 including repairs, rehabilitation, or replacement for tanks
8 1, 2,3,4,6 and 8. Phase 2 includes tanks 5, 7, 9 and 10. The cost for phase 1 of the
9 project is approximately \$1,688,750. A preliminary engineering report would have to be
10 done for phase 1. Mayor Pro-tem Howe made the motion to approve a notice of intent to
11 apply to the Water Trust Board for water tank repairs in the amount of \$1,688,750.
12 Councilor Larson seconded. With no further discussion the motion carried 4-0
- 13 **G. Discussion /Approval of the Final Community Wildfire Protection Plan Update**
14 Tracy Orr, Grants and Projects explained that the Village of Angel Fire received a grant
15 in June 2016 for \$15,000 to update our Community Wildfire Protection plan. We hired
16 Forest Stewards Guild out of Albuquerque to update the plan. The CWPP has now been
17 updated and we will begin implementing aspects of the plan. Mayor Pro-tem Howe
18 made the motion to approve the final Community Wildfire Protection plan update.
19 Councilor Colenda seconded. With no further discussion the motion carried 4-0
- 20 **H. Discussion/ Approval of Resolution 2016-38 a Resolution to Approve Additional**
21 **Year End Budget Adjustments**
22 Bret Wier, Finance Manager explained that there are several needed changes to the
23 2015-2016 fiscal budget. These changes are the result of unanticipated and unbudgeted
24 revenues, expenses and intra-fund transfers that the village has encountered in the fourth
25 quarter of the year. Had these expenditures and transfers not been made a reduction of
26 services to the residents and guest would have been reduced. Mayor Pro-tem Howe
27 made the motion to approve resolution 2016-38 a resolution to approve additional year
28 end budget adjustments. Councilor Lanon seconded. With no further discussion the
29 motion carried 4-0 with Mayor Pro-tem Howe-aye, Councilor Larson –aye, Councilor
30 Lanon-aye, Councilor Colenda –aye.
- 31 **I. Discussion/Approval of Resolution 2016-39 a Resolution Correcting and**
32 **Rescinding Resolution 2016 -32**
33 Bret Wier , Finance Manager explained that to better account for the non-emergency
34 services provided by the fire department and to make the fund identity easier to
35 understand we are requesting the permission to change the name of the fund used to
36 report these non-emergency services from its current name of Wildland Fires Fund to
37 the FD Services Fund . In making this change we will also need to change the name on
38 the bank account. Mayor Pro-tem Howe made the motion to approve resolution 2016-32
39 a resolution correcting and resending resolution 2016-32. Councilor Larson seconded.
40 With no further discussion the motion carried 4-0 with Mayor Pro-tem owe-aye,
41 Councilor Larson –aye, Councilor Lanon-aye, Councilor Colenda –aye.
- 42 **J. Discussion/ Approval of a Bond Ordinance Refinance of Water/Wastewater Loans**
43 **from USDA to NMFA (1st Reading) (Public Hearing)**
44 Mayor Cottam opened the public hearing at 6:12pm. Bret Wier , Finance Manger
45 explained this first reading is for authorizing the issuance of the Village of Anel Fire
46 Revenue Bond series 2016 , in the principal amount not to exceed \$7,300,000 for the
47 purpose of refinancing the loans taken in 1998,1999,and 2007 that were used for
48 extension and improvements to the village's water and wastewater lines within the
49 village . Providing that the bonds will be payable and collectable solely from net
50 revenues to be derived from the operation of the village's joint utility systems. With no
51 further input Mayor Cottam closed the public hearing at 6:15pm. Mayor Pro-tem Howe
52 made the motion to approve the first reading of a bond ordinance to refinance water
53 wastewater loans from USDA to MNFA. Councilor Lanon seconded. With no further

1 discussion the motion carried 4-0 with Mayor Pro-tem Howe –aye, Councilor Larson –
2 aye, Councilor Lanon-aye, Councilor Colenda –aye.

3 **K. Discussion / Approval of an Application for a Rescue Truck Through the New**
4 **Mexico Fire Protection Grant**

5 Andy Bertges, Fire Chief explained that the Village of Angel Fire Fire Department is
6 requesting funding to purchase a rescue truck. The current unit is a 2004 F-55 wildland
7 fire engine. It was the temporary replacement of our heavy rescue and is inadequate as a
8 rescue unit. The available grant money is \$100,000 with a 20% match or \$20,000 for a
9 total of \$120,000. The estimated cost is \$155,000. The remainder \$35,000 will have to
10 be BAR from within the State Fire fund. Mayor Pro-tem Howe made the motion to
11 approve an application for a rescue truck through the New Mexico Fire Protection
12 Grant. Councilor Lanon seconded. With no further discussion the motion carried 4-0
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17 **Adjournment**

18 Mayor Cottam adjourned the meeting at 6:18 PM
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20 **Passed, Approved and Adopted on this 20th day in September, 2016**
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Barbara Cottam, Mayor

27 **ATTEST:**

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Terry Cordova, Village Clerk

Village of Angel Fire Fire Department

P.O. Box 610

Angel Fire, New Mexico 87710

(575) 377-3347 FAX: (575) 377-6098



August 23, 2016

Fire Department

Council Meeting Staff report

Pub 'n Grub fund raiser Raised \$3000 for the Fire department. We will use the money to purchase personal protective equipment. We have a fair amount of turn over. Some gear is mismatched and some needs to be replaced due to age

We have an anonymous donation of \$15,000 to the ambulance service. The guys will decide what priority item to purchase. Choice between a new heart monitor or gurney.

Andrew Bertges

Angel Fire Fire Department

FY 16/17 Building Permit Report

Permits Issued

	Monthly Total	NSFR	Garages & sheds	Additions	Decks	Alteration / repair / reroofs	Comm/ Multi Unit	Valuations	Permit fees
July	14	1			2	9	2	1,611,200.01	15,159.34
August	0								
September	0								
October	0								
November	0								
December	0								
January	0								
February	0								
March	0								
April	0								
May	0								
June	0								
Total	14	1	0	0	2	9	2	1,611,200.01	15,159.34

Valuations:

574,000.00	Residence	Permit fees
	Garages	5,691.50
	Additions	
36,400.00	Decks	711.25
280,800.01	Alt/repair/reroofs	2,901.59
720,000.00	Commercial*	5,855.00
1,611,200.01	Total	15,159.34

*Includes Alterations

Average value for New SF

Water Rights Fees	3,725.00
	574,000.00

FY 15/16 Building Permit Report

Permits Issued

	Monthly Total	NSFR	Garages & sheds	Additions	Decks	Alteration / repair / reroofs	Comm/ Mult Unit	Valuations	Permit fees
July	16	3	2	3	3	5		1,149,820.00	17,900.00
August	15	1		1	2	11		958,164.60	12,049.55
September	18	3	1	1	1	12		1,671,000.00	16,156.75
October	19	1		3		15		525,617.00	8,642.75
November	2				1	1		23,000.00	494.00
December	8	1		1	2	4		568,700.00	8737.35
January	0							0.00	0.00
February	1					1		50,000.00	620.25
March	7					7		146,800.00	2,186.75
April	13	1		3	1	8		327,881.00	4,891.65
May	13	1	2	1	1	8		963,100.00	11,747.50
June	4	2		1		1		893,400.00	11,667.20
Total	116	13	5	14	11	73	0	7,277,482.60	95,093.75

Valuations:

5,676,953.00	Residence	Permit fees
86,500.00	Garages	
417,601.00	Additions	
163,900.00	Decks	
932,528.60	Alt/repair/reroofs	
	Commercial*	
7,277,482.60	Total	95,093.75

*Includes Alterations

Average value for New SF Water Rights Fees 32,869.75 436,688.69

FY 14/15 Building Permit Report

Permits Issued

	Monthly Total	NSFR	Garages & sheds	Additions	Decks	Alteration / repair / reroofs	Comm/ Multi Unit	Valuations	Permit fees	WR
July	26	4	2	2	2	16		3,220,818.00	22,321.78	11111.00
August	13		1	1	1	10		2,824,541.00	15,338.61	225.00
September	16	1	2	3	4	6		928,350.00	7,795.85	2450.00
October	14	2	1	1	1	9		1,458,208.94	11,270.82	6586.00
November	4	1				3		368,089.21	2,759.00	1929.00
December	2					2		195,588.46	1686.99	
January	2			1		2		85,000.00	994.25	
February	2					1		40,800.00	474.00	692.00
March	3		1			2		15,000.00	415.00	
April	15	3	1	2		9		1,550,868.00	10,478.10	7759.00
May	10	2	1		1	6		942,000.00	7,141.50	5270.00
June	19			3	2	14		307,912.00	5,919.65	
Total	126	13	9	13	11	80	0	11,937,175.61	86,595.55	36,022.00

Total Number of New Units: 13

Valuations:	Permit fees	
7,835,209.00	36,977.61	
577,500.00	5,646.20	Residence
1,819,000.00	13,182.25	Garages
110,550.00	3,337.10	Additions
1,594,416.61	27,452.39	Decks
		Alt/repair/reroofs
		Commercial*
11,936,675.61	86,595.55	Total

*New Units Only

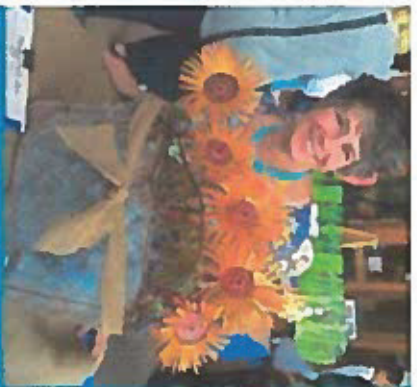
Average value for New SF

602,708.38

Village Council Meeting August 23, 2016

Finance Department Report

The Finance Department issued a reported that the June GRT receipts received in August were \$200,282.67. This was a \$42,974.20 or 27% increase over last year. It was noted that a large contributor to the increase was the Balloons over Angel Fire which had over 2,000 attendees. It was also reported that the General Fund had \$1,296,047.58 in cash, the Enterprise funds have \$485,735.85 in cash and the Water Rights fund has \$168,746.50. All of these cash amounts are over budget.



SPARE PART ART

Be a part of the 2nd SPARE PART ART fundraiser & silent auction benefiting Angel Fire's Sustainability Committee.

Angel Fire Chamber of Commerce, and Art Up Northern New Mexico.

Recycling old junk not only benefits the environment, it breathes new life into old objects that were once destined for the landfill. Roll up your sleeves and make one person's trash into another person's treasure. Create & donate Spare Part Art and/or participate in the silent auction.

When: Sunday September 4, 2016

10:00 am to 1:00 pm

Where: Art + Farmer's Market in Frontier Park Plaza

A percentage of Angel Fire Pizza's September 4th sales

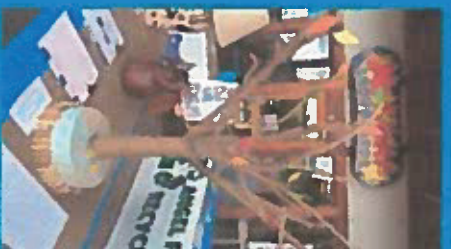
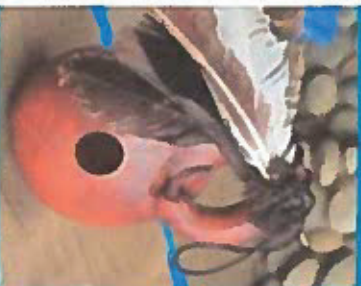
will be donated to the fundraiser

Come eat, drink and bid on your favorite art pieces at this fun, great event.

Contact Louise Herfel at 214-437-1362 or at lherfel@gmail.com

to register your donated art.

Thank you to the Angel Fire Resort for partnering in this event!





**VILLAGE OF ANGEL FIRE
RESOLUTION 2016-41**

A RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS

WHEREAS, the Village of Angel Fire has adopted the records destruction schedule set forth by the State of New Mexico; and

WHEREAS, the Village of Angel Fire has retained and stored various records at the Public Works department; and

WHEREAS, the Village of Angel Fire's Public Works Building was destroyed by a fire on July 15th, 2016 : and

WHEREAS, the records that were stored in that building ,100 plus boxes, were destroyed and have been determined to be of no value : and

WHEREAS, the Village of Angel Fire's clerk would like to destroy the records by allowing the insurance adjuster to provide a professional shredding company to dispose of these records.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Village of Angel Fire to approve the destruction of village records destroyed by the fire at the public works building and allow for the insurance adjuster to provide a professional shredding company to dispose of those records.

PASSED, ADOPTED AND APPROVED THIS 20TH DAY OF SEPTEMBER, 2016.



Barbara Cottam , Mayor

ATTEST:


Terry Cordova, Village Clerk